United Nations ST/IC/2004/47

Secretariat

4 October 2004

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations competitive examination for statistical assistants (2004)**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the competitive examination for statistical assistants, in accordance with the provisions of administrative instruction ST/AI/1998/4 of 10 February 1998.

2. The written part of the examination is scheduled to be held in New York in December 2004. Staff members will be advised of the precise date and location.

3. Staff members applying for the examination must, at a minimum:

(a) Have passed the United Nations clerical test; **and**

(b) Have at least one year of experience in numerical data processing (e.g., spreadsheet or database).

4. In addition to the minimum entrance criteria stipulated above, staff members who sat for a previous statistical clerk/assistant examination must have achieved a mark of at least 25 per cent on the overall score of that examination in order to be eligible to take the 2004 competitive examination for statistical assistants. Staff members who did not obtain at least 25 per cent must submit to the Board of Examiners for the statistical assistants examination a detailed description of the concrete and independently verifiable efforts made in preparation for the new examination (e.g., courses taken, transcripts, hours of study, materials used, topics studied).

5. Staff members will not be allowed to take the examination for statistical clerks/assistants more than four times within a 10-year period.

6. The written examination will consist of one paper covering the following:

(a) Basic knowledge of tables, graphs and charts;

* Expiration date of the present information circular: 31 December 2004.

04-53634 (E) 071004

(b) Logical reasoning;

(c) Simple mathematics.

7. The use of any reference material is not permitted during the written examination. Staff members must bring their own calculators. Personal computers are not allowed.

8. On the basis of the results obtained in the written examination, the Board of Examiners for statistical assistants will invite selected candidates to take a practical test on a computer to assess their knowledge of computerized spreadsheets. The test will be followed by an interview, which will normally take place six to eight weeks after the written component of the examination. The interview will consist in part of technical questions. In addition, the Board will interview each candidate to assess professional experience, knowledge of the United Nations and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview **should not** assume that they will be offered an assignment.

9. Candidates who successfully complete the written examination, the practical test and the interview will be placed on a reserve roster of qualified candidates from which present and future vacancies for statistical assistants at United Nations Headquarters in New York will be filled. Candidates may then be selected depending on the needs of the United Nations and the availability of posts.

10. Successful candidates selected to fill vacancies will be assigned as statistical assistants for a trial period of one year, which may be extended for another year. They will be required to work in a fully computerized environment. Staff members who complete the trial period successfully and are recommended by their offices and the Office of Human Resources Management will be confirmed in their posts, provided the posts they are on are regular posts. In the case of staff members placed on temporary posts (i.e., replacement of a staff member on mission assignment), such staff members will be given priority for future placement if their performance has been judged to be fully satisfactory. Staff members who do not complete the trial period successfully will be reassigned to their posts at their previous levels or assigned to a similar post in a different area.

11. Staff members of the Secretariat who meet the conditions set out in administrative instruction ST/AI/1998/4 and the present information circular may apply by completing the attached application form and forwarding it to: United Nations competitive examination for statistical assistants, Operational Services Division, Room DC1-0200, One United Nations Plaza, New York, NY 10017 (fax: 212-963-7989) by 15 November 2004. Written proof of educational qualifications obtained must be attached to the application. Incomplete applications will be returned to the staff member for completion and resubmission within the deadline for receipt of application. Extensions for receipt of applications will not be granted.

Annex

Application for the 2004 competitive examination for statistical assistants

Please type or print legibly.

Last name (family name): | | | | | | | | | | | | | | | | | | | |

First name: | | | | | | | | | | | | | | | | | | | |

Nationality: | | | | | | | | | | | | | | | | | | | |

Sex: [F] [M] Index No.: | | | | | | | Category: | | Present level: | |

Type of appointment: Fixed-term: [ ] Probationary: [ ] Permanent: [ ]

Expiration or review date: Day: | | Month: | | Year: | | | |

Date of birth: Day: | | Month: | | Year: | | | |

Date of entry in the United Nations Secretariat: Day: | | Month: | | Year: | | | |

Have you taken this examination before? No [ ] Yes [ ] If yes:

In 19| | In 19| | In 19| | In 20| |

Main language (mother tongue): | | | | | | | | | | | | | | | | | | | |

Duty station: _____

Department/Office: _____

(write in full)

E-mail address: _____

Room No.: _____ Telephone No.: _____

Please complete an up-to-date P-11 form, or preferably a PHP form, and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in the areas of accounting and related functions.

Applications submitted without either a P-11 or PHP form will not be considered.

I certify that the above information is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

United Nations ST/IC/2004/48

Secretariat

6 October 2004

Information circular*

To: Members of delegations and staff

From: The Assistant Secretary-General for Central Support Services

Subject: **First day of issue — 14 October 2004: "Human Rights" (United Nations Decade for Human Rights Education, 1995-2004) stamps; and 15 October 2004: "Disarmament" definitive stamps**

Commemorative stamps

1. In its resolution 49/184, the General Assembly proclaimed the 10-year period beginning on 1 January 1995 the United Nations Decade for Human Rights Education.

2. On Thursday, 14 October 2004, the United Nations Postal Administration (UNPA) marks the end of that important decade with the issuance of six commemorative stamps, on the theme "Human Rights" (United Nations Decade for Human Rights Education, 1995-2004).

* Expiration date of the present information circular: 27 October 2004.

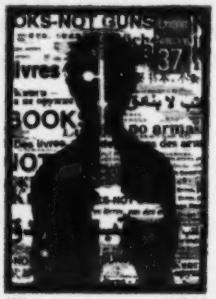
04-54096 (E) 111004

3. The stamps, in denominations of 37¢, 70¢, F.s. 0,85, F.s. 1,30, €0,55 and €1,25, will be issued in mini-sheets of eight stamps each. The stamps were designed by Yuri Gevorgian, known as Yuroz. (Armenia).

(United States equivalents: F.s. 0,85: 68¢; F.s. 1,30: $1.04; €0,55: 67¢ and €1,25: $1.53, subject to exchange-rate fluctuation.)

Definitive stamp

4. On Friday, 15 October, UNPA will issue a new 37¢ definitive stamp, on the theme "Disarmament". The stamp was designed by Michel Granger (France).



General information

5. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first day covers on the UNPA official first day cachets **only**. Members of delegations and the staff can obtain the "Human Rights" issue on Thursday, 14 October, and the "Disarmament" issue on 15 October at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building from 9 a.m. to 5 p.m.;

(b) A temporary sales counter located on the east side of the Secretariat lobby, in front of the windows between the cafeteria and the news-stand from 9 a.m. to 4 p.m.

6. First-day-of-issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.

7. Information on United Nations stamps can be accessed on the Internet at http://www.un.org/Depts/UNPA.

United Nations ST/IC/2004/49

Secretariat

6 October 2004

English only

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Time off for voting on United States Election Day**

1. Staff members of United States nationality wishing to exercise their right to vote on Tuesday, 2 November 2004, should try to do so outside their normal working hours. Those who are unable to do so may ask the executive officer of their department or office for up to two hours of time off. Executive officers will grant any such requests consistent with the exigencies of the service.

2. Any absence from duty not specifically authorized, including any absence beyond the allowable two-hour maximum, will be treated in accordance with the provisions of staff rule 105.1 (b) (ii).

* Expiration date of the present information circular: 7 November 2004.

04-54114 (E) 081004

United Nations ST/IC/2004/50

Secretariat

8 October 2004

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2005 competitive examination for Spanish interpreters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for Spanish interpreters in 2005, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. A competitive examination for Spanish interpreters will be held on 25 February 2005 in New York, Geneva, Vienna, Nairobi, Santiago and other locations, according to the number and location of qualified candidates invited to take the examination and the availability of necessary technical equipment. The purpose of this examination is to establish a roster from which present and future vacancies for Spanish interpreters will be filled.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special mission are considered external candidates for the purpose of this examination. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies for Spanish interpreter posts as they occur in New York, Geneva, Vienna and Nairobi. Assignments are subject to rotation and interpreters may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Interpreters are expected to serve a **minimum of five years** in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Spanish as their main language;[1]

* Expiration date of the present information circular: 31 December 2005.

[1] "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

04-54486 (E) 131004

(b) Have a perfect command of Spanish and an excellent knowledge of English and French. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. For this purpose, staff members should attach to their application either a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the language claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a four-year university degree from a recognized school of interpretation in which at least one full academic year is devoted to interpretation. Alternatively, candidates must hold a degree or an equivalent qualification from a university or institution of equivalent status at which Spanish is the language of instruction, and have 200 days of experience as a conference interpreter or 200 days of work experience in the field of translation, editing, verbatim reporting or related fields. The Board of Examiners may, at its discretion, admit a candidate graduating from a university whose principal language of instruction is other than Spanish provided that he/she has adequate secondary educational qualifications from an establishment at which the principal language is Spanish.

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Spanish, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. All applications will be reviewed by the Board of Examiners. If a large number of applications is received, the Board reserves the right to admit to the examination only the most qualified candidates based on a review of qualifications that are over and above the minimum criteria set out in paragraph 4. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

7. The examination will consist of two parts:

(a) Simultaneous interpretation into Spanish from recordings of three speeches delivered in English (approximately 5 to 10 minutes per recording); and

(b) Simultaneous interpretation into Spanish from recordings of three speeches delivered in French (approximately 5 to 10 minutes per recording).

8. On the basis of the results of this examination, the Board of Examiners will invite selected candidates to an interview in which the Board will assess the candidates' general interest, professional experience, knowledge of the United Nations and of current events, personality, willingness to serve at any duty station, adaptability to the prevailing working conditions in the Spanish Interpretation Section and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should **not** assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores or results.

10. Staff members selected to fill vacancies will be assigned as Spanish interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

12. In order to service meetings of the Security Council or the General Assembly, interpreters are often called upon to work outside normal working hours, including weekends and holidays.

13. Staff members applying for the examination should complete the attached form and submit it, together with a copy of their P.11 or PHP, academic transcript and documented work experience, if applicable, **not later than 29 November 2004**, to:

2005 Competitive Examination for Spanish Interpreters
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, New York 10017
Fax No.: (212) 963-3683
E-mail: OHRM_exam@un.org

Applications may be sent by e-mail, fax or mail. However, since all mail addressed to offices at Headquarters undergoes a process of sterilization and radiation, mailed applications can be delayed for up to four weeks. To the extent possible, applicants are strongly encouraged to submit their applications early and, preferably, by e-mail or fax, not mail. Applications that are incomplete or are received after the deadline will not be considered.

14. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to send their applications directly to the Division for Organizational Development through the Chief Administrative Officer or Director of the United Nations information centre of their respective duty stations by 29 November 2004, the deadline for receipt of applications in the Division for Organizational Development, Office of Human Resources Management.

15. **Applications that are incomplete (without the P.11 or PHP, transcript and/or documented work experience) or are received after the above deadline will not be considered.**

Application for the 2005 competitive examination for Spanish interpreters

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Sex: Male ☐ Female ☐

Date of entry on duty: Month ☐☐ Year ☐☐☐☐

Type of contract: _____ Expiration date: _____

Department/Office: _____ Duty station: _____

Room No. _____ Tel. extension _____ Fax No. _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)?: _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please complete an up-to-date P.11 form, or preferably a PHP form, and attach it to this application. Describe your work experience giving dates and length of time and the organization you worked for as a Spanish interpreter, translator, editor or verbatim reporter.

Please attach also:

1. Academic transcript
2. Documented work experience (if applicable)

Incomplete applications will not be considered.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

(When applying by e-mail, type the date and your name above.)

I have read information circular ST/IC/2004/50 and I understand that, if I am successful in the 2005 competitive examination for Spanish interpreters and am recommended for inclusion in the roster, my assignment as a Spanish interpreter will be subject to my acceptance of the conditions of service indicated in paragraph 10.

Date _____ **Signature** _____
(When applying by e-mail, type the date and your name above.)

Notes

[a] **"Main language" should be understood to be the language in which the candidate is best able to interpret. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.**

United Nations ST/IC/2004/51

Secretariat

28 October 2004

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Official holidays for 2005 at United Nations Headquarters**

In accordance with General Assembly resolution 52/214 A of 22 December 1997 and decision 52/468 of 31 March 1998, the 10 official holidays for 2005 at Headquarters, following consultation with the staff representatives, have been designated as follows:

3 January	New Year's Day (observed)
21 January	Eid Al-Adha
21 February	Presidents' Day
25 March	Good Friday
30 May	Memorial Day
4 July	Independence Day
5 September	Labour Day
4 November	Eid Al-Fitr
24 November	Thanksgiving Day
26 December	Christmas Day (observed)

* Expiration date of the present information circular: 31 December 2005.

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